



## Grant Opportunities & Guidelines

The Kaukauna Community Family of Funds seeks to invest in our collective futures by supporting innovative programs in the Kaukauna community. Grants from the Kaukauna Community Family of Funds (KCFF) are available to organizations/groups in or impacting residents in the Kaukauna Area School District boundaries. Grants are available from several funds for a broad range of community needs as follows:

- **Kaukauna Community Fund** – Grants up to \$1,000 for new and innovative educational enhancement experiences for the overall benefit of the Kaukauna area.
- **Gail and Janice Janssen Family Fund** – Supports innovative educational projects and programs within Kaukauna public and parochial schools.
- **Kaukauna Educators' Legacy Fund** – Supports improved literacy education at public and private schools within the Kaukauna Area School District boundaries.
- **Kaukauna High School Environmental Fund** – Supports environmental projects in Kaukauna.
- **Kaukauna Kiwanis Charitable Fund** – Supports the club's charitable programs and services.
- **Les and Joyce Abel Fund** – Supports projects and programs that assist families and teachers in reinforcing positive attitudes.
- **Walsh Family Fund** – Provides performing arts productions to students in the Kaukauna Area School District boundaries.

***If you are unsure of what fund to apply to, please submit your grants and we will determine the best fit.***

### **Eligibility**

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Organizations eligible to receive grants from the KCFF – through the Community Foundation for the Fox Valley Region – are those determined by the IRS to be public charities. This encompasses most charitable, scientific, social service, educational and religious organizations described in 501(c)(3) of the tax code, as well as government agencies. Organizations that are not public charities may apply through a fiscal sponsor. Organizations must serve residents of Kaukauna, as defined by school district boundaries.

### **Activities Funded**

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KCFF grants fund new and innovative programs and projects with clear goals and financial accountability. Examples are projects that promote literacy, school-based experiences not possible within the limitations of public resources, small capital investments directly related to enhancing lives in the Kaukauna community.

- **Creative new activities or services:** new programs, one-time projects, events, exhibits, studies, surveys.
- **Expansion or strengthening of existing activities:** projects to enhance, expand or strengthen the range, quantity and/or quality of an organization's programs and services.

KCFF Grants typically **will not** fund:

- Requests greater than \$1000
- Expenditures supported by public resources
- General operating expenses not related to the proposed need
- Annual fund drives, fundraising events or endowment-building
- Major capital projects such as the acquisition of land or buildings
- Activities that occur before funding is awarded
- Organizations with past-due or incomplete grant reports

## **Review Criteria**

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The strongest proposals will be those that meet all or most of the following criteria:

- Proposal is an innovative, new idea
- Proposal benefits a large number of people within the community
- Proposal will have a substantial impact on life and that impact will be long-lasting
- Proposal is consistent with the organization's mission and has appropriate internal support
- Proposal is focused, well-defined and likely to be successfully implemented
- Proposal identifies clear outcomes and measures of success
- Organization's financial condition is stable
- Those people directly or indirectly impacted by the project are appropriately involved
- Proposal demonstrates the ability to leverage other resources (i.e. other donors, volunteer labor, in-kind contributions or community partnerships)
- Project doesn't duplicate services

## **To Apply**

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**Grant application deadlines: 4:00 pm on October 15<sup>th</sup> and April 15<sup>th</sup>.**

In one Microsoft Word Document, provide the following:

1. Name of Organization Applying with EIN Number (for verification of public charity status)
2. Grant Contact information (name, organization address, phone, email, website)
3. Date Applied
4. Organization Mission Statement
5. Project Title
6. **Proposal Overview** (50 words or less)
7. **Project narrative, which MUST include the following** (500 words or less):
  - Description of need (who, what, where, when, and/or how)
  - Demonstrate how the proposal meets the criteria of one or more of the KCFF funds
  - Community collaborators, if any (name and describe nature of collaboration)
  - How success will be evaluated
  - Method of sustainability after initial grant funding period
  - If school-based, confirmation pre-approval for any new program, equipment or time away
8. Amount requested
9. Total Project Budget (include both sources of income and expenses)

Submit the above information by the deadline **via email to [kclusman@heartofthevalleychamber.com](mailto:kclusman@heartofthevalleychamber.com)**

General questions about the grant process can also be directed to Ann Engelhard at the Community Foundation for the Fox Valley Region at [aengelhard@cffoxvalley.org](mailto:aengelhard@cffoxvalley.org) or 920-830-1290, ext. 27.